

APPENDIX F

CASE MANAGEMENT CSB and Related PRAIS Data Elements

CASE MANAGEMENT CSB and Related PRAIS
Data Elements

Definitions, Values, Procedures and
Interpretive Guidelines

June 2, 1994

CASE MANAGEMENT CSB (CASEMGT CSB)

<p style="text-align: center;">DEFINITION</p>	<ul style="list-style-type: none"> • The CSB which is responsible for case management, i.e., serves as CSB liaison during hospitalization, responsible for development and implementation of discharge plan, etc. • The CSB to which bed day utilization is assigned for current episode of hospitalization, beginning on the day of admission. • CASEMGT CSB field is a required entry for all admissions.
<p style="text-align: center;">VALUES</p>	<ul style="list-style-type: none"> • Values include CSB Codes, "Interstate Transfer" admissions, or "Out-of-State" admissions, or "Unassigned".
<p style="text-align: center;">PROCEDURES AND INTERPRETIVE GUIDELINES</p>	<ul style="list-style-type: none"> • Value may be reset by facility staff to another CSB at each readmission to state facility. • CASEMGT-CSB designation may be changed by facility staff within 48-hours following current admission to allow for new or corrected information. • An "Unassigned" value for CASEMGT-CSB must be reset to a CSB code value or "out-of-state" admission value within 48-hours following current admission. When the CASEMGT CSB value is reset to a CSB code, then facility staff must contact the CASEMGT CSB to confirm CASEMGT CSB designation during the 48-hour period. • CASEMGT-CSB designation may be changed at a later point during the current episode of hospitalization <u>ONLY</u> to correct data entry errors. • Admission date (ADM DATE) serves as the effective starting date from which bed day accruals are counted even if CASEMGT-CSB designation is changed during the current episode of hospitalization.

PROCEDURES AND INTERPRETIVE GUIDELINES

- CSB Code in CASEMGT CSB field must match CSB Code in SE-ORG-CODE field in PRAIS Security Database in order for CASEMGT-CSB to access patient/resident record.
- CASEMGT-CSB designation is made by Prescreening CSB during the Preadmission Screening Process and is noted, with the appropriate PRAIS CSB Code, on Preadmission Screening Form (DMH224 Rev. 4/94), Section I on line labeled "Case Management CSB".
- CASEMGT-CSB is the CSB serving the area in which the individual resides. If the living situation is unknown or can not be determined, then the CASEMGT-CSB is the CSB which conducted the prescreening.
- CASEMGT-CSB for individuals in jail, in local hospitals or VA facilities, or in regional treatment/detox programs is the CSB serving the catchment area in which the individual resided prior to incarceration or admission to local hospital, VA facility or regional treatment/detox program.
- CASEMGT-CSB for individuals who are transient or homeless is the CSB serving the catchment area in which the individual is living or sheltered at the time of the preadmission screening. When a CSB other than the Prescreening CSB is continuing to provide services and supports to a client who is living or sheltered in the catchment area of the Prescreening CSB, then the CASEMGT CSB is the CSB providing ongoing services and supports.
- When the CASEMGT CSB is a different CSB than the Prescreening CSB, then the Prescreening CSB must contact the CASEMGT CSB during the Preadmission Screening Process to confirm the CASEMGT designation. Documentation of the name of the person contacted should be made on the last line of Section I, on the Preadmission Screening Form (Form 224 rev. 4/94).

PROCEDURES AND INTERPRETIVE GUIDELINES

- The Prescreening CSB will document confirmation of CASEMGT CSB designation on the Preadmission Screening Form, Section I on line labeled "Case Management CSB Contact".
- When the CASEMGT CSB is a different CSB than the Prescreening CSB, then the facility staff, immediately upon admission, will notify CASEMGT CSB to confirm CASEMGT designation.
- When an "Unassigned" value for CASEMGT CSB is reset to a CSB code value, then the facility staff, within 48 hours after current admission, must notify CASEMGT CSB to confirm CASEMGT CSB designation.
- CASEMGT CSB designation for individuals who are from out of state is coded "Out of State". The Prescreening CSB will reflect the "Out-of-State" designation on the Preadmission Screening form in Section I, under "Case Management CSB" along with the "Out-of-State" PRAIS Code, and in Section VI under "CSB Serving the Area where Client Resides".
- CASEMGT-CSB designation for admissions through the Interstate Transfer process is coded "Interstate Transfer" by facility admissions/medical records staff.
- CASEMGT-CSB for transfers between DMH facilities is the CSB serving the catchment area in which the individual resided prior to the current episode of hospitalization, as above.
- When a client chooses to reside in a catchment area served by a CSB that is different from CASEMGT CSB, CASEMGT CSB designation for current episode of hospitalization is not changed and bed day accruals are not transferred to the CSB in whose catchment the client chooses to reside upon discharge. In such cases, all appropriate client service management protocol involving coordination, communication and consent among the involved CSBs, facility staff and the client will apply.

PRESCREENING CSB (PRE CSB)	
DEFINITION	<ul style="list-style-type: none"> • The CSB which conducts the preadmission screening. • PRE-CSB field is a required entry for all admissions.
VALUES	<ul style="list-style-type: none"> • Values include CSB Codes, or "Unassigned".
PROCEDURES AND INTERPRETIVE GUIDELINES	<ul style="list-style-type: none"> • Determination made by hospital staff from information noted on Preadmission Screening Form, Section VI, under "Prescreening Agency or Board", or other admissions information.

ADMITTING CITY/COUNTY CODE (ADM CCC)	
DEFINITION	<ul style="list-style-type: none"> • The city or county in which the individual is physically located upon transport to the state facility. • ADM-CCC field is a required entry for all admissions.
VALUES	<ul style="list-style-type: none"> • Values include all city and county codes in Virginia, "Unknown", or "Out-of-State".
PROCEDURES AND INTERPRETIVE GUIDELINES	<ul style="list-style-type: none"> • ADM-CCC designation is made by Facility admissions/medical records staff and is derived from admissions information reflected on admissions documents such as Temporary Detention Orders or Involuntary Commitment papers, the preadmission screening form, etc.

DISCHARGE CITY/COUNTY CODE (DIS CCC)

DEFINITION	<ul style="list-style-type: none">• The city or county to which the individual is discharged.• DIS CCC field is a required entry for all discharges from state facilities.
VALUES	<ul style="list-style-type: none">• Values include all city and county codes in Virginia, "Transfer to DMH Facility", or "Out-of-State".
PROCEDURES AND INTERPRETIVE GUIDELINES	<ul style="list-style-type: none">• DIS CCC designation is made by facility medical records staff based on the address at which the individual will reside upon release from the facility.• DIS CCC designation for individuals discharged to jails, local hospitals, DMHMRSAS facilities, VA facilities, or regional treatment/detox programs is the city/county in which the facility/program is located.

PATIENT CITY/COUNTY CODE (PAT CCC)

DEFINITION	<ul style="list-style-type: none"> • The city or county of the individual's residential or mailing address prior to admission to the state facility • PAT CCC field is a required entry for all admissions.
VALUES	<ul style="list-style-type: none"> • Values include all city and county codes in Virginia, "Unknown", or "Out-of-State".
PROCEDURES AND INTERPRETIVE GUIDELINES	<ul style="list-style-type: none"> • PAT CCC designation is made by facility admissions/medical records staff and is derived from the individual's address as noted on the Preadmission Screening Form, Section I, on line labeled "Address". • Jails, hospitals, and regional treatment/detox programs are excluded as address/residence options. In such cases, PAT CCC designation is the city or county of the residential or mailing address prior to incarceration or admission to the hospital or regional treatment program. • PAT CCC designation for individuals who are transient or homeless is the city or county in which the individual is living or sheltered at the time of the preadmission screening or transport to the state facility. • PAT CCC designation for individuals who are from out of state is coded "Out-of-State". The Prescreening CSB will reflect the "Out-of-State" designation on the Preadmission Screening Form, Section I, under "Address". • PAT CCC designation for admissions through the Interstate Transfer process is coded "Interstate Transfer" by facility admissions/medical records staff • PAT CCC designation for transfers between DMH facilities is the city or county in which the individual resided prior to current hospitalization.

DISCHARGE CSB (DIS CSB)

DEFINITION	<ul style="list-style-type: none">• The CSB to which the individual is discharged.• DIS CSB is a required entry for all discharges from state facilities.
VALUES	<ul style="list-style-type: none">• Values include CSB Codes, "Out-of-State", "Interstate Transfer", or "Unassigned".
PROCEDURES AND INTERPRETIVE GUIDELINES	<ul style="list-style-type: none">• DIS CSB designation is made by facility medical records staff and is most often based on the CSB serving the city/county in which the individual will reside upon discharge from the facility.• DIS CSB designation for individuals discharged to jails, local hospitals, DMHMRSAS facilities, VA facilities, or regional treatment/detox programs is the CSB serving the city or county of the residential or mailing address prior to the current episode of hospitalization. In such cases, the default DIS CSB as derived from DIS CCC may <u>not</u> be correct and the correct code must be entered to change the field.• DIS CSB designation for individuals who are discharged out-of-state through the Interstate Transfer process is coded "Interstate Transfer".